

PURCHASE ORDER

09/22/2005

1. Logon

PRISM - Logon - Microsoft Internet Explorer provided by The Department of Treasury

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media

Address <https://prismapp3.publicdebt.treas.gov/prismtn/default.asp> Go Links

VFO

User ID:

Password:

Logon

Enter Logon info, and click "Logon".

Done Internet

2. Create document

PRISM Home - Microsoft Internet Explorer provided by The Department of Treasury

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media

Address <https://prismapp3.publicdebt.treas.gov/prismtn/train/default.asp> Go Links

VFO

Inbox
Create Document
Open Document
Preferences
System Setup
FPDS
Log Off

Welcome TRAIN TRAIN01
You have 26 unread messages in your [Inbox](#)

Last Documents Accessed:
[Requisition: BPD-82000-04-0057](#)
[Requisition: BPD-82000-04-0064](#)
[Requisition: BPD-82000-04-0067](#)
[Purchase Order: TPD-BPD-04-00502](#)

About PRISM
Product information.

Compusearch
Online FAR, technical support, frequently asked questions, and more.

Web Favorites:
[Commerce Business Daily](#)
[Federal Business Opportunities](#)
[GSA Advantage!](#)
[GSA Debarment](#)
[Maintenance Schedule and Outage Status](#)

[Get Acrobat Reader](#) To view or print forms from PRISM, you will need the Adobe Acrobat Reader. If you need the Adobe Acrobat Reader, click here for a free download.

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Click "Create Document"

Done Internet

3. Select document type

The screenshot shows the PRISM Document Create page in a Microsoft Internet Explorer browser. The address bar displays the URL: https://prismapp3.publicdel.treas.gov/primtest/doc/create/create_1.asp. The page title is "PRISM Document - Create - Microsoft Internet Explorer provided by The Department of Treasury". The "Document Create" section has a "Document Type" dropdown menu open, showing a list of options: APP, BPA, BPA Call, Contract, Delivery / Task Order, MAS, Milestone Plan, Purchase Order (highlighted in red), Requisition, and Solicitation. A callout box with an arrow pointing to the "Purchase Order" option contains the text: "Click on 'Document Type', and Select 'Purchase Order'". The "Continue" and "Cancel" buttons are visible at the bottom right of the form.

4. Create from requisition

The screenshot shows the PRISM Document Create page with the "Document Type" dropdown set to "Purchase Order". The "Create From" dropdown is set to "Requisition". The "Purchase Order Numbering Options" section has two radio buttons: "System Generated" (selected) and "Manual Entry". The "System Generated" option is linked to a dropdown menu showing "BPD-2004 (TPD-BPD-04-#)". A callout box with an arrow pointing to this dropdown contains the text: "2. You may choose a system generated Purchase Order Number." The "Section Template" dropdown is set to "(None)". A callout box with an arrow pointing to the "Continue" button contains the text: "3. Click 'Continue.'". The "Continue" and "Cancel" buttons are visible at the bottom right of the form.

5. View requisition line items

Search Criteria

Requisition Number: bpd-82000-04-0068

Site: BPD PROCUREMENT

Include Documents from: Current Selected Site

Requisitioner:

Buyer:

Originating Office:

Released Date Range:

Start Date:

End Date:

Sort by: Requisition Number

Max Results: 100

Results per Page: 5

Line Item Selection

Select	Item Number	Description	User Product Code	Product	Qualifier	Unit	Quantity	Amount	Line Item Type
<input checked="" type="checkbox"/>	0001	stuff		PR	By Quantity	EA	1	\$10.00	Not Specified
<input checked="" type="checkbox"/>	0002	stuff		PR	By Dollars			\$10.00	Not Specified

Buttons: Select All, Create

Annotations:

1. Type in the requisition number then click display to select the requisition to create the PO from.
2. Click on "Y" to see line items below.
3. Select the line items from the Requisition, you may click each desired box, or click "Select all" to choose all the line items, then click "Create".

6. View the requisition (if necessary) (steps 6,7,8)

Purchase Order

Route | Self Approve | View Form | Delete | Cancel | FPDS | Renumber

Purchase Order Information

PO Number: TPD-BPD-04-00416

Version: BASE-In Progress

Stage: Award

Total Amount: \$20.00

Number of Items: 2

Ch obligation: \$20.00

General Information

Owner: TRAIN TRAIN01

Requisition Number: BPD-82000-04-0068

Solicitation Number: (None)

Purchase Order is: Priced Unpriced

Award Date: 06/27/2004

Admin Office: BPD

Issuing Office: BPD

Invoice Office:

Vendor:

Buyer: TRAIN01

Contracting Officer:

Contracting Officer Representative:

Administrative Contracting Officer:

Primary Product / Service Code: PR

Period of Performance:

Annotations:

Click on "Navigator" if you wish to view the PR.

7. Click the link to the requisition

Purchase Order Information

PO Number: TPD-BPD-04-00416	Status: In Progress	Number of Items: 2
Version: BASE	Stage: Award	Total Amount: \$20.00
	Net View: OFF	Obligation: \$20.00

Neworder
APP
(None)
Procurement Action
(None)
Requisition
BPD-82000-04-0068
Milestone Plan
(None)
Solicitation
(None)
Award
(None)
Invoice
(None)

Click on the link to the Requisition.

8. Viewing the requisition

Route Suspend Line Items View Form Amend Closeout Cancel ?

Requisition Information

Requisition Number: BPD-82000-04-0068	Stage: Award	Number of Items: 2
Version: BASE Released	Net View: OFF	Total Amount: \$20.00
		Commitment: \$20.00

General Information

Owner: TRAIN TRAIN01
Requisition Date: 06/27/2004
Requisitioner: TRAIN TRAIN01
Buyer: (None)
Source PPT Name: (None)
Primary Product / Service Code: PR
Primary Product / Service Code Description: PURCHASE REQUEST
Received Date: (None)

We are now in the main Requisition information, you may look at the information as you choose. To exit the Requisition, click “Navigator”.

9. Return to the Purchase Order

PRISM Requisition Navigator - Microsoft Internet Explorer provided by The Department of Treasury

File Edit View Favorites Tools Help

Address: https://prismapp3.publicdel.treas.gov/prismtest/navigator/navr_1.asp

Requisition

Main
Items
Vendors
Supporting Docs
Form Info
Validations
Route History
Status History
Notifications
Ownership
Navigator
Return to Home

Create ?

Requisition Information

Requisition Number: BPD-82000-04-0068 Status: Released Number of Items: 2
Version: BASE Stage: Award Total Amount: \$20.00
Net View: Off Commitment: \$20.00

Newestor

APP
(None)
Milestone Plan
(None)
Solicitation
(None)
Multiple Award Setup
(None)
Award
TPD-BPD-04-00416
Invoice
(None)

Click on the link to the Purchase Order or "Award" to get back to the Purchase Order that you have begun.

10. Add the Vendor

PRISM Purchase Order - General Detail - Microsoft Internet Explorer provided by The Department of Treasury

File Edit View Favorites Tools Help

Address: https://prismapp3.publicdel.treas.gov/prismtest/purchaseorder/general/detail/gen_detail_1.asp

Purchase Order

Main
General
Additional Info
Text
Payments
Items
Vendor
Package
Supporting Docs
Summary Report
Protests
Claims
Validations
Route History
Status History
Notifications
Suspense Items
Ownership
Navigator
Return to Home

Route Self Approve View Form Delete Cancel FPDS Renumber ?

Purchase Order Information

PO Number: TPD-BPD-04-00416 Number of Items: 2
Version: BASE-In Progress Stage: Award Total Amount: \$20.00
Net View: Off Obligation: \$20.00

General Information

Owner: TRAIN TRAIN01
Requisition Number: BPD-82000-04-0068
Solicitation Number: (None)
Purchase Order is: Priced Unpriced
Award Date: 06/27/2004
Admin Office: BPD Edit
Issuing Office: BPD Edit
Invoice Office: Edit
Vendor: ...
Buyer: TRAIN01
Contracting Officer: ...
Contracting Officer Representative: ...
Administrative Contracting Officer: ...
Primary Product / Service Code: PR
Period of Performance: to

Click List of Values button to add Vendor.

11. Searching for the Vendor

PRISM Vendor Selection - Microsoft Internet Explorer provided by The Department of Treasury

Address: https://prismapp3.publicdebt.treas.gov/prismtest/select/doc/vendor/vendor_i.asp

Vendor Selection

Search: For:

Active CCR Registration: Max Results: Results per Page:

Code	Name	Contact Name	Contact Phone	DUNS	Section 8(a)	TIN	Address1
550359021	PARKERSBURG DAY NURSERY						550359021 1021 MARKET STREET
139434021	PARKERSBURG RADIOLOGY SERVICES INC						550522573 PO BOX 779 1122 MARKET STR
010448546	PARKERSBURG UTILITY BRD						550750772 PO BOX 1627
310965347	PARKERSBURG/WOOD CO AREA DEV CORP						310965347 PO BOX 1683

Page 1 of 1 (4 results found)

1. Enter name of Vendor and click "Display".

2. Select correct Vendor from the list of Vendors.

12. Select the Primary Product/Service Code

PRISM Purchase Order - General Detail - Microsoft Internet Explorer provided by The Department of Treasury

Address: https://prismapp3.publicdebt.treas.gov/prismtest/purchaseorder/general/detail/gen_detail_i.asp

Route Self Approve View Form Delete Cancel FPDS Renumber ?

Purchase Order Information

PO Number: TPD-BPD-04-00416 Number of Items: 2

Version: Stage: Award Total Amount: \$20.00

Charging: \$20.00

General Information

Owner: TRAIN TRAIN01

Requisition Number: BPD-82000-04-0068

Solicitation Number: (None)

Purchase Order is: ☒ Priced ☐ Unpriced

Award Date: 06/27/2004

Admin Office:

Issuing Office:

Invoice Office:

Vendor:

Buyer:

Contracting Officer:

Contracting Officer Representative:

Administrative Contracting Officer:

Primary Product / Service Code:

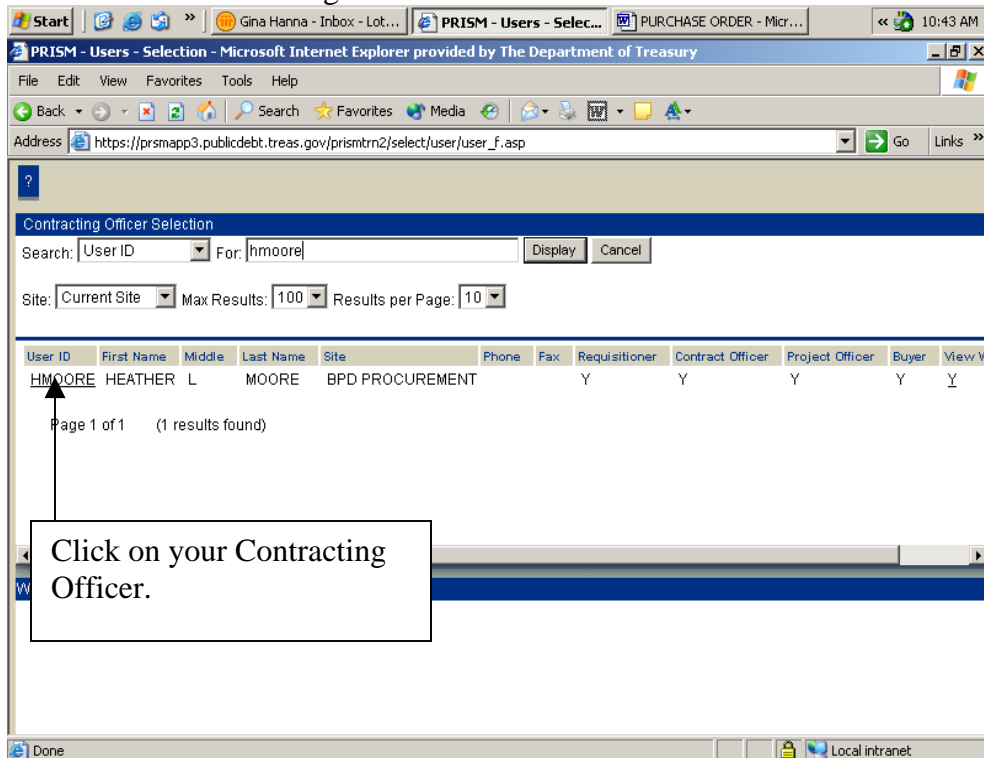
Period of Performance: to

1. The system fills in the Duns Number of the Vendor.

2. Click on the List of Values to select "Contracting Officer" (see step 13).

3. Change PR to the correct product/service code by using the List of Values button.

13. Select the Contracting Officer



PRISM - Users - Selection - Microsoft Internet Explorer provided by The Department of Treasury

Address: https://prsmapp3.publicdebt.treas.gov/prismtrn2/select/user/user_f.asp

Contracting Officer Selection

Search: User ID For: hmoore Display Cancel

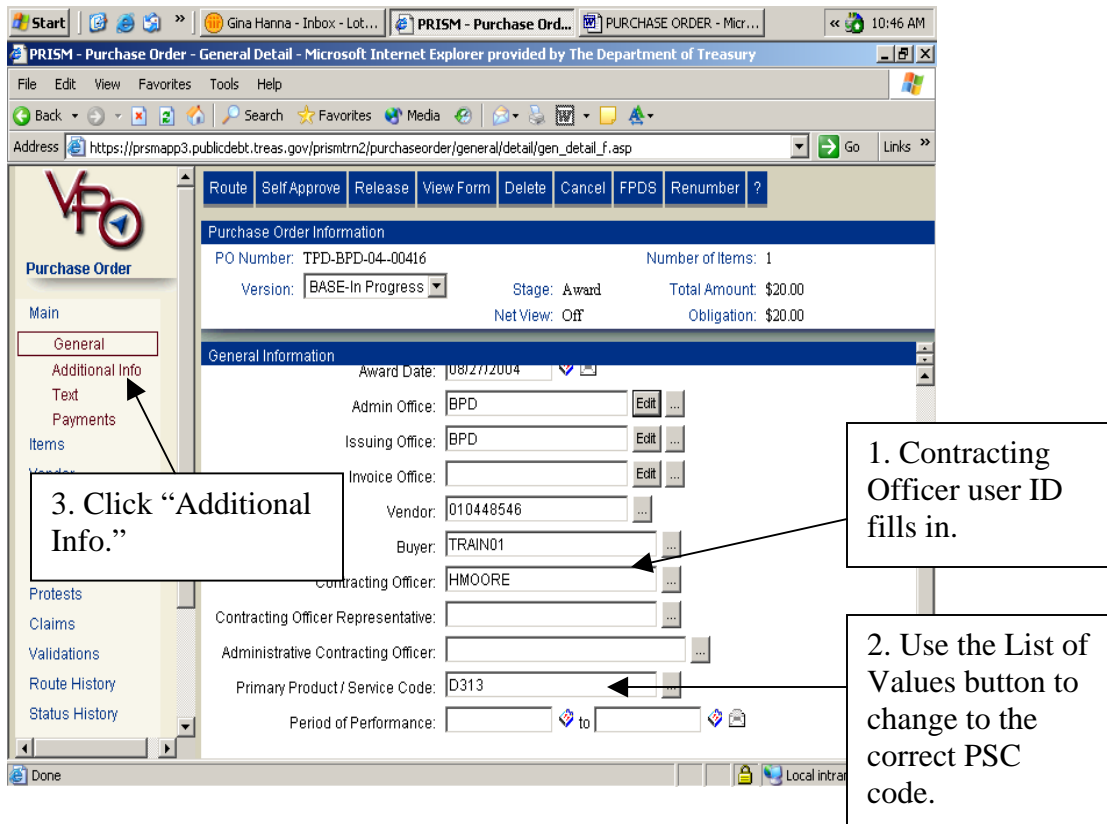
Site: Current Site Max Results: 100 Results per Page: 10

User ID	First Name	Middle	Last Name	Site	Phone	Fax	Requisitioner	Contract Officer	Project Officer	Buyer	View W
HMOORE	HEATHER	L	MOORE	BPD PROCUREMENT			Y	Y	Y	Y	Y

Page 1 of 1 (1 results found)

Click on your Contracting Officer.

14. Click Additional



PRISM - Purchase Order - General Detail - Microsoft Internet Explorer provided by The Department of Treasury

Address: https://prsmapp3.publicdebt.treas.gov/prismtrn2/purchaseorder/general/detail/gen_detail_f.asp

Purchase Order Information

PO Number: TPD-BPD-04-00416 Number of Items: 1

Version: BASE-In Progress Stage: Award Total Amount: \$20.00

Net View: Off Obligation: \$20.00

General Information

Award Date: 08/27/2004

Admin Office: BPD Edit

Issuing Office: BPD Edit

Invoice Office: Edit

Vendor: 010448546

Buyer: TRAIN01

Contracting Officer: HMOORE

Contracting Officer Representative:

Administrative Contracting Officer:

Primary Product / Service Code: D313

Period of Performance: to

3. Click "Additional Info."

1. Contracting Officer user ID fills in.

2. Use the List of Values button to change to the correct PSC code.

15. NAICS, Invoice Approver, Performance Dates

Purchase Order Information
 PO Number: TPD-BPD-04-00416
 Version: BASE-In Progress
 Stage: Award
 Total Amount: \$20.00
 Net View: Off
 Number of Items: 2
 Obligation: \$20.00

Additional Information
 NTP / Vendor Signed On:
 Site:
 Project ID:
 Project Title:
 Confirmed With:
 Subistence: ☐
 Reference Your Text:
 NAICS Code: (None)
 Size Standard: (None)
 Payment Office:
 Originating Office:
 Is this an IT-related purchase? ☐ No

Preferences
 SBA Contract Number:

FPDS NG
 PID: (None)
 FPDS Approval Number: (None)

Organization: Bureau of the Public Debt
 Invoice Approver/COR:
 Performance Start Date:
 Performance End Date:
 Credit Card Vendor:

5. Click "Text"

1. Enter the NAICS code using the List of Values button.

2. Type in the Invoice Approver/COR.

3. If a service, enter "Performance Start Dates" and "End Dates" in this section.

4. Enter credit card vendor if appropriate.

16. Inserting text

Purchase Order Information
 PO Number: TPD-BPD-04-00416
 Version: BASE-In Progress
 Stage: Award
 Total Amount: \$20.00
 Net View: Off
 Number of Items: 2
 Obligation: \$20.00

Text
 Description: (Does not print on Form)
 Header Text:
 Footer Text:
 Notes:

If you wish to insert standard notes in the Header or Footer, click on "Statements", or you may type directly in the text boxes.

17. Viewing Statement content

PRISM Statements Selection - Microsoft Internet Explorer provided by The Department of Treasury

Address: https://prismapp3.pubcode.treasury.gov/prismtest/select/statements/statement_1.asp

Search: Title For [] Display Cancel

Results per Page: 10 Max Results: 100

Title	Text
1-SELECT TO PRINT ON ALL POS	PLEASE ENSURE THAT THE ORDER NUMBER (BLOCK 3) IS CLEARLY VISIBLE ON ALL SHIPPING / SERVICE DOCUMENTS, CONTAINERS, AND INVOICES. FOR PAYMENT AND INVOICE QUESTIONS CONTACT ADMINISTRATIVE ACCOUNTS BRANCH AT (304) 480-7070.
4-CONFIRM	CONFIRMING PURCHASE ORDER, DO NOT DUPLICATE.
5-CERTIFIED	CERTIFIED MAIL RETURN RECEIPT REQUESTED.
508	By delivering the goods or starting performance on this order, the Contractor is certifying that the
6-COR	THE CONTRACTING OFFICER'S REPRESENTATIVE (COR) IS THEY MAY BE REACHED AT
8-TRANSPORTATION	TRANSPORTATION CHARGES WILL BE BILLED AS A SEPARATE ITEM ON THE INVOICE FOR EACH SHIPMENT MADE /
9-FURNITURE	NOTE TO RECEIVING: UPON RECEIPT, VISIBLE DAMAGE MUST BE NOTED IMMEDIATELY ON THE FREIGHT BILL, ONE
COR AFIRH	THE CONTRACTING OFFICER'S REPRESENTATIVE (COR) FOR THIS PROCUREMENT IS EMAIL ADDRESS
COST, NO FEE	THIS IS A COST, NO FEE (COMPLETION) LINE ITEM
COST, PLUS FIXED FEE	THIS IS A COST, PLUS FIXED FEE (COMPLETION) LINE ITEM

Next Page 1 of 3 (26 results found)

Text

PLEASE ENSURE THAT THE ORDER NUMBER (BLOCK 3) IS CLEARLY VISIBLE ON ALL SHIPPING / SERVICE DOCUMENTS, CONTAINERS, AND INVOICES. FOR PAYMENT AND INVOICE QUESTIONS CONTACT ADMINISTRATIVE ACCOUNTS BRANCH AT (304) 480-7070.

52 232-33 PAYMENT BY ELECTRONIC FUNDS TRANSFER--CENTRAL CONTRACTOR REGISTRATION (31

18. Inserted Statement text

PRISM Text - Microsoft Internet Explorer provided by The Department of Treasury

Address: https://prismapp3.pubcode.treasury.gov/prismtest/text_all/text_1.asp

Route Self Approve View Form Delete Cancel FPDS Renumber ?

Purchase Order Information

PO Number: TPD-BPD-04-00416 Number of Items: 2

Version: BASE-In Progress Stage: Award Total Amount: \$20.00

Obligation: \$20.00

Text

Description: (Does not print on Form)

Header Text:

Footer Text: PLEASE ENSURE THAT THE ORDER NUMBER (BLOCK 3) IS CLEARLY VISIBLE ON ALL SHIPPING / SERVICE DOCUMENTS, CONTAINERS, AND INVOICES. FOR PAYMENT AND INVOICE QUESTIONS CONTACT ADMINISTRATIVE ACCOUNTS BRANCH AT (304) 480-

Notes:

Click on "Payments"

The text is inserted into the chosen text box.

19. Search for payment terms

The screenshot shows the PRISM interface in Microsoft Internet Explorer. The browser address bar displays https://prismapp3.publicdel.treas.gov/printtest/interfaceldpayment/interfaceld_1.asp. The interface includes a navigation menu on the left with options like 'Main', 'General', 'Additional Info', 'Text', 'Payments', 'Items', 'Vendor', 'Package', 'Supporting Docs', 'Summary Report', 'Protests', 'Claims', 'Validations', 'Route History', 'Status History', 'Notifications', 'Suspense Items', 'Ownership', 'Navigator', and 'Return to Home'. The 'Payments' section is selected. The main content area shows 'Purchase Order Information' with fields for PO Number (TPD-BPD-04-00416), Version (BASE-In Progress), Stage (Award), Total Amount (\$20.00), and Obligation (\$20.00). Below this is the 'Payment Terms' section with fields for Name and Description. A callout box with the text 'Click on the List of Values button to view payment terms.' points to a small button next to the Name field.

20. Select the appropriate payment terms

The screenshot shows the PRISM interface in Microsoft Internet Explorer. The browser address bar displays https://prismapp3.publicdel.treas.gov/printtest/select/interfaceldpayment/interfaceld_1.asp. The interface includes a navigation menu on the left with options like 'Main', 'General', 'Additional Info', 'Text', 'Payments', 'Items', 'Vendor', 'Package', 'Supporting Docs', 'Summary Report', 'Protests', 'Claims', 'Validations', 'Route History', 'Status History', 'Notifications', 'Suspense Items', 'Ownership', 'Navigator', and 'Return to Home'. The 'Payments' section is selected. The main content area shows 'Payment Terms Selection' with a search bar and a table of payment terms. A callout box with the text 'Choose the appropriate payment terms.' points to a row in the table.

Select	Name	Description
21	3 25/20, NET 30 PROMPT PAY	3 25% DISCOUNT IF PAID IN 20 DAYS, NET 30 PP
22	3/30, NET 30	3% DISCOUNT IF PAID WITHIN 30 DAYS
23	DUE 15TH DAY OF CURRENT MONTH	DUE 15TH DAY OF CURRENT MONTH
24	DUE 15TH DAY OF NEXT MONTH	DUE 15TH DAY OF NEXT MONTH
25	DUE 20TH DAY OF CURRENT MONTH	DUE 20TH DAY OF CURRENT MONTH
26	DUE UPON RECEIPT	DUE UPON RECEIPT PROMPT PAY
27	Immediate Prompt Pay	Immediate Prompt Pay
28	IMMEDIATELY	IMMEDIATE 'NON' PROMPT PAY
29	N/30 PROMPT PAY	NET 30 PROMPT PAY
30	NET 10 PROMPT PAY	NET 10 PROMPT PAY
31	NET 14 PROMPT PAY	DUE WITHIN 14 DAYS
32	NET 15	NET 15 DAYS
33	NET 20	NET 20 DAYS
34	NET 45	NET 45 DAYS
35	NET 60	NET 60 DAYS
36	PAID WITH PAYROLL	PAID WITH PAYROLL

21. The payment terms are inserted

PRISM Interface - Microsoft Internet Explorer provided by The Department of Treasury

Address: https://prsmapp3.publicdebt.treas.gov/prismtest/interfacelpayment/interfacelpd_i.asp

Route Self Approve View Form Delete Cancel FPDS Renumber ?

Purchase Order Information

PO Number: TPD-BPD-04-00416 Number of Items: 2
Version: BASE-In Progress Stage: Award Total Amount: \$20.00
Net Views: Off Obligation: \$20.00

Payment Terms

Name: N/30 PROMPT PAY
Description: NET 30 PROMPT PAY
Net 30

All the Payment Information fills in.

Click on "Items."

Done Internet

22. Choose the line item to edit if applicable

Start Welcome - L... prism trainin... PURCHASE O... http://ntarc2... PRISM - Pur... 2:47 PM

PRISM - Purchase Order - Items - Microsoft Internet Explorer provided by The Department of Treasury

Address: https://prsmapp3.publicdebt.treas.gov/prismtrn2/items/items_f.asp

Add Edit Delete Copy Renumber Change Status View Form ?

Purchase Order Information

PO Number: TPD-BPD-04--00416 Status: In Progress Number of Items: 2
Version: BASE Stage: Award Total Amount: \$

Items

Item Number	Description	Option Item	Status	Quantity	Amount	Version
0001			Item Active		\$10.00	BASE
0002					\$10.00	BASE

1. Click the hyperlink to edit the chosen line item information if necessary.

Local intranet

23. Edit requisition information if necessary

PRISM - Item - General - Microsoft Internet Explorer provided by The Department of Treasury

Address: https://prsmapp3.publicdebt.treas.gov/prismtrn2/purchaseorder/items/general/itemgen_f.asp?refreshbutton=yes

Purchase Order

General
Additional Info
Ship To
Funding
Discount
Warranty
Text
Suspense Items
Validations
Return

Item Information
Purchase Order Number: TPD-BPD-04-00416 Item Number 0001 of 2
Item Number: Go To

Item General
Item Number: 1
User Product Code:
Description: Copier paper
Refresh Data From Requisition:
Requisition Number: BPD-21000-04-0016 Item# 0003
Solicitation Number: (None)
Product / Service Code:
Contractor Proposal Amount:
Qualifier: By Dollars
Calculate By Percent: ☒

1. Change any information that may need changed that pulled from the requisition.

2. Click "Return"

24. Select PO1

PRISM - Purchase Order - Vendor - Microsoft Internet Explorer provided by The Department of Treasury

Address: https://prsmapp3.publicdebt.treas.gov/prismtrn2/vendor_end/vendor_f.asp

Purchase Order

Main
Items
Vendor
Package
Supporting Docs
Summary Report
Protests
Claims
Validations
Route History
Status History
Notifications
Suspense Items
Ownership
Navigator
Return to Home

Edit Refresh Vendor Data ?

Purchase Order Information
PO Number: TPD-BPD-04-00416 Status: In Progress Number of Items: 2
Version: BASE Stage: Award Total Amount: \$20.00
Net View: Off Obligation: \$20.00

Select	Address Code	Type	Name	Contact Name	Phone	City	State	Zip	DUNS
<input checked="" type="checkbox"/>	PRIMARY	Mailing	PARKERSBURG UTILITY BRD			PARKERSBURG WV		261021627	
<input type="checkbox"/>	REMITTO1	Remit To	PARKERSBURG UTILITY BRD			PARKERSBURG WV		261021627	
<input type="checkbox"/>	PO1	Purchase Order	PARKERSBURG UTILITY BRD			PARKERSBURG WV		261021627	

1. Click on "Vendor."

2. Click on the link to the vendor's address next to "Purchase Order."

25. Select the Address Code

PRISM Vendor Address - Microsoft Internet Explorer provided by The Department of Treasury

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media

Address: https://prismapp3.publicdebt.treas.gov/prismtest/vendor/vendor_address/detail/vendor_addr_1.asp

Purchase Order Information

PO Number: TPD-BPD-04-00416	Status: In Progress	Number of Items: 2
Version: BASE	Stage: Award	Total Amount: \$20.00
	Net View: Off	Obligation: \$20.00

Vendor Address

Address Type: Purchase Order
Name: PARKERSBURG UTILITY BRD

Address Code: PO1

Contact Name:

Contact Phone:

Contact Fax:

Contact Email:

Address 1: PO BOX 1627

Address 2:

Address 3:

Address 4:

City: PARKERSBURG

State: WV

Zip: 261021627

Country: US

DUNS: + 4:

Web Address:

Click Submit to save your data.

Click on the List of Values button next to "Address Code."

26. Choose External

PRISM Vendor Address - Selection - Microsoft Internet Explorer provided by The Department of Treasury

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media

Address: https://prismapp3.publicdebt.treas.gov/prismtest/select/vendor_address/vendor_address_1.asp

Search Criteria ?

Address Type

PRISM

PRISM

External

Address Code

For:

Site:

Include Addresses From:

Max Results: 100

Results per Page: 10

Vendor Address Selection

No matches found.

1. Choose "External" from the Address Type drop down.

2. Then click Display.

27. Select the Address Code

PRISM Vendor Address Selection - Microsoft Internet Explorer provided by The Department of Treasury

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media Go

Address: https://prismapp3.pubcodebt.treas.gov/prismtest/select/vendor_address/vendor_address.asp

Search Criteria Display Hide Search Criteria Cancel ?

Address Type: External

Search: Address Code

For:

Inventory Organization: BPD

Include Addresses From: Current Organization

Max Results: 100

Results per Page: 10

Vendor Address Selection

Address Code	Address Line 1	City	State	Zip	Inventory Org.
010448546	PO BOX 1629	PARKERSBURG	WV	261021629	BPD

Page 1 (1 results found)

Select the Address Code (DUNS Number).

28. Click Submit

PRISM Vendor Address - Microsoft Internet Explorer provided by The Department of Treasury

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media Go

Address: https://prismapp3.pubcodebt.treas.gov/prismtest/vendor_address/detail/vendor_add.asp

Click Submit to save your data.

Purchase Order Information

PO Number: TPD-RPD-04-00416 Status: In Progress Number of Items: 2
Version: BASE Stage: Award Total Amount: \$20.00
Net View: Off Obligation: \$20.00

Vendor Address

Address Type: Purchase Order
Name: PARKERSBURG UTILITY BRD

Address Code: 010448546

Contact Name:

Contact Phone:

Contact Fax:

Contact Email:

Address 1: PO BOX 1629

Address 2:

Address 3:

Address 4:

City: PARKERSBURG

State: WV

Zip: 261021629

Country: US

DUNS: +4:

Web Address:

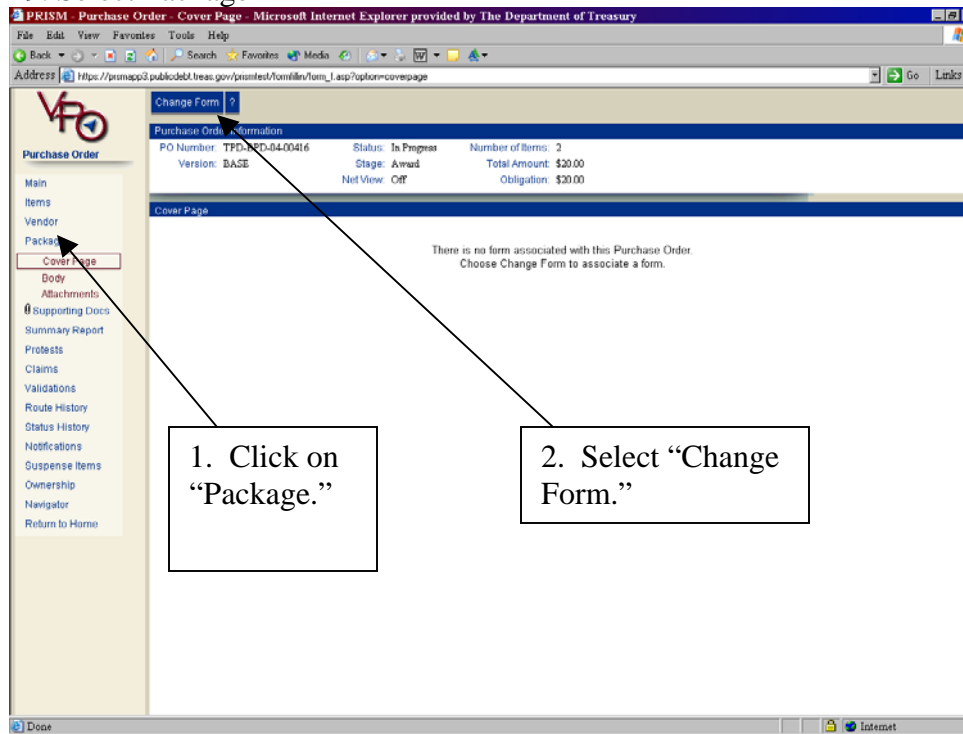
Submit Cancel

1. The DUNS fills in.

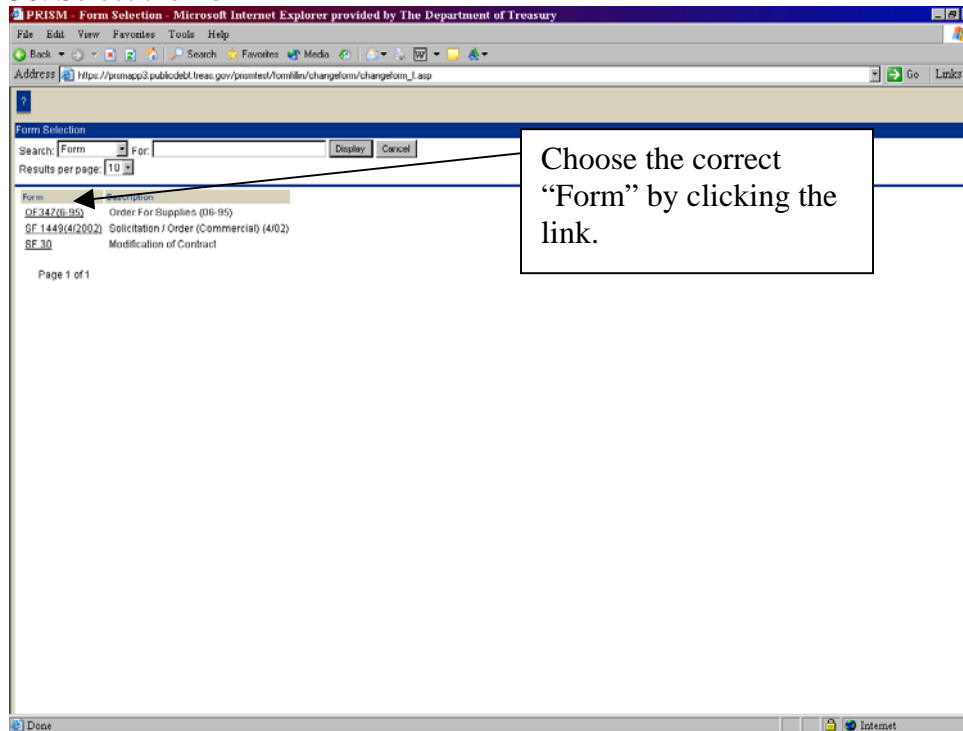
2. The correct address fills in.

3. Click "Submit".

29. Select Package



30. Select the Form



31. Edit the Form

PRISM Purchase Order - Cover Page - Microsoft Internet Explorer provided by The Department of Treasury

File Edit View Favorites Tools Help

Address: https://prismapp3.publicdebt.treas.gov/printtest/formfiller/form_1.asp?option=coverpage

Purchase Order

- Main
- Items
- Vendor
- Package
- Cover Page**
- Body
- Attachments
- Supporting Docs
- Summary Report
- Protests
- Claims
- Validations
- Route History
- Status History
- Notifications
- Suspense Items
- Ownership
- Navigator
- Return to Home

Purchase Order Info

PO Number:	TPD-BFD-00416	Status:	In Progress	Number of Items:	2
Version:	BA CE	Stage:	Award	Total Amount:	\$20.00
		Net View:	Off	Obligation:	\$20.00

Cover Page

OF - 347

Additional Pages: (None)

Date Signed: (None)

Print Back Page: No

4. Requisition/Reference Number: System Calculate-BUD-02000 04-0068

6. Ship To: System Calculate

8f. Ship Via: (None)

8a. Reference Your: (None)

9. Accounting and Appropriation Data: System Calculate-See Schedule

11. Business Classification

- A. Small: No
- B. Other than Small: No
- C. Disadvantaged: No
- D. Women-Owned: No

13a. Place of Inspection: System Calculate-Destination

13b. Place of Acceptance: System Calculate-Destination

14. Government Rpt. Number: (None)

Print Ship To: With Each Line (for multi only)

Done Internet

The form info fills in. If necessary you can override system-calculated information on the form, by clicking "Edit." You may also "View Form".

32. View the Form

PRISM View Form - Microsoft Internet Explorer provided by The Department of Treasury

File Edit View Favorites Tools Help

Address: https://prismapp3.publicdebt.treas.gov/printtest/formreport/detail/detail_1.asp?fullpage=formreport/form_of0347.asp

View Form

Copy Type: **No Text** View Form Cancel

Click View Form.

Done Internet

33. Launching the Form

IMPORTANT: Mark all packages and papers with contract and/or order numbers

1. DATE OF ORDER 06/27/2004	2. CONTRACT NO. (if any)	a. NAME OF CONSIGNEE See Schedule
3. ORDER NO. TPD-BPD-04-00416	4. REQUISITION/REFERENCE NO. BPD-82000-04-0068	b. STREET ADDRESS
5. ISSUING OFFICE (Address correspondence to) Bureau of the Public Debt Division of Procurement 200 Third Street UNB 4th Floor Parkersburg WV 26101		c. CITY
7. TO: a. NAME OF CONTRACTOR PARKERSBURG UTILITY BRD b. COMPANY NAME c. STREET ADDRESS PO BOX 1629		f. SHIP VIA
d. CITY PARKERSBURG e. STATE WV f. ZIP CODE 261021629		<input checked="" type="checkbox"/> a. PURCHASE REFERENCE YOUR:
9. ACCOUNTING AND APPROPRIATIONS DATA See Schedule		10. REQUISITIONING OFFICE
11. BUSINESS CLASSIFICATION (Check appropriate box(es)) <input type="checkbox"/> a. SMALL <input type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> d. WOMEN-OWNED		
12. F.O.B. POINT Destination	14. GOVERNMENT BU/NO.	15. DELIVER TO F.O.B. POINT
16. DISCOUNT TERMS		

1 of 2

The form may launch in your current browser, or it may launch in a separate browser, depending on your Internet Settings. If it launched in your current browser then click the browser's "Back" button to return to PRISM. Otherwise, just click the "X" at the top of the browser to close the new window when you are done.

34. Return to the Main Menu

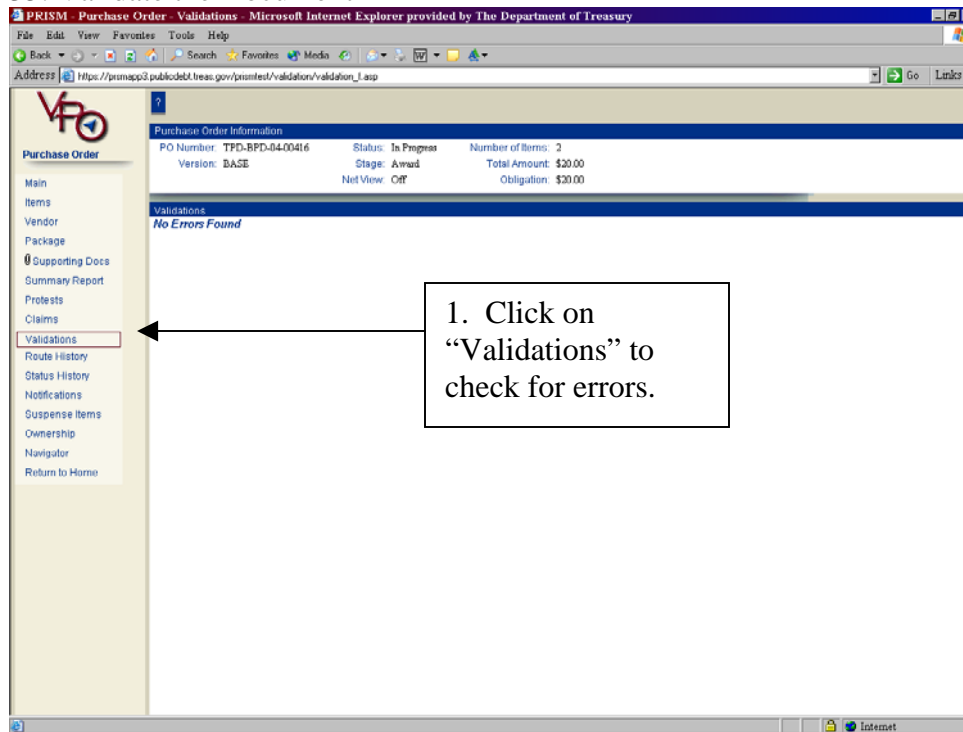
PRISM View Form Microsoft Internet Explorer provided by The Department of Treasury

View Form

Copy Type: No Text View Form Cancel

Click "Cancel" to return to the menu.

35. Validate the Document



If errors are found, correct all errors before launching FPDS.

Launch FPDS after the document is complete but before routing for approval.
See FPDS QRG for guidance.

Route for approval. See Routing QRG for guidance.